

ASSOCIATE IN HUMAN RESOURCES [#C15-076]

Central Connecticut State University's Human Resources department is seeking an experienced energetic individual to provide professional assistance with a broad range of human resources functions. Responsibilities will include providing human resources generalist services in various areas such as employment, benefits administration, employee orientation, records, and support for the University's labor relations function. Candidates are expected to be committed to multiculturalism and working with a diverse university community. This is an unclassified confidential position.

Required Qualifications

- Six years' (FTE) professional human resources work experience in a unionized environment
- Demonstrated ability to assist in the administration of human resources policies and procedures, employment laws and regulations, and multiple collective bargaining agreements
- Experience processing employee status changes utilizing a human resources information system
- Working knowledge of employment benefits and services
- Experience researching information, compiling reports and analysis of data
- Excellent organizational and communication (interpersonal, oral and written) skills
- Demonstrated experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Attention to detail and problem solving ability
- Experience working with culturally diverse communities

Preferred Qualifications

- Bachelor's degree and/or a professional HR certification
- Experience working in a human resources department in a public sector agency or higher education institution
- Experience inputting and accessing data and reports from the CORE-CT system

For full consideration, applications must be received by **July 8, 2015**. The minimum annual salary is \$63,021 with excellent fringe benefits, including tuition waiver for employee and eligible dependents at any of the Connecticut State Universities (Central, Eastern, Southern or Western). For more information and to begin the application process, go to <https://hrat.ccsu.edu/index.php?job=130>.

CCSU is an affirmative action and equal opportunity employer.